

# STUDENT CONDUCT INFORMATION & RESOURCES

SAN DIEGO  
MESA COLLEGE  
FALL 2015

Student Affairs Office - I4-408 - Phone (619) 388-2699 – Fax (619) 388-2971

## Student Rights & Responsibilities

San Diego Community College District policies are designed to create a safe learning environment free from interference and disruption. Our policies outline students' civic and social rights and responsibilities as members of the San Diego Mesa College community. Honoring these policies allows us to honor our mission to empower our diverse student body to reach their educational goals and shape the future.

- [3100](#) Student Rights, Responsibilities Campus Safety and Administrative Due Process
- [3100.1](#) Student Grievance Procedures
- [3100.2](#) Student Disciplinary Procedures
- [3100.3](#) Honest Academic Conduct

For the most updated and comprehensive list of Board and Administrative Policies click [here](#).

## SEE SOMETHING, SAY SOMETHING, DO SOMETHING!

If you feel a student has, or may be close to, violating any of our policies, be empowered to intervene. An intervention can be just the right step to realign students with their academic goals, refocus behavior and in some instances, save a life. If you see something...

**Call 9-1-1** if the incident threatens the safety or health of oneself or others

**Speak to the student(s)** who is being disruptive and let them know that if their behavior continues it may result in a student conduct violation subject to a disciplinary record and sanctions.

**Consult** with chair, dean, administrator, colleagues and/or campus resources to identify appropriate next steps.

### Document and Submit

- o [Incident Report Form](#)
- o [Faculty Removal of Disruptive Student from Class Form](#)
- o [Student Referral Form](#)
- o [Referral Form for Student of Concern](#)

Forms can be found at <http://www.sdmesa.edu/about-mesa/facultystaff/forms/>

## CAMPUS RESOURCES FOR STUDENT CONDUCT MATTERS

College Police	Q-100	(619) 388-6405
Counseling	I4-303	(619) 388-2672
D.S.P.S.	I4-405	(619) 388- 2780
Student Affairs	I4-408	(619) 388-2699
Student Health	I4-209	(619) 388-2774

## WHAT'S THE DIFFERENCE?



## FACULTY REMOVAL OF DISRUPTIVE STUDENT FROM CLASS

In accordance with Policy 3100, Student Rights, Responsibilities and Administrative Due Process, students have the right to an educational environment free of interference or disruption. As such, students must adhere to the Student Code of Conduct.

- If a student violates the Student Code of Conduct, faculty may remove a student from their class for that class meeting and the following class meeting.
- Acceptance of make-up work during the "removal" is at the discretion of the instructor in accordance with the class syllabus and Policy 3110 College Class Attendance.
- The instructor should refer the incident ([via written notice](#)) to the Disciplinary Officer with a copy to the School Dean.
- Unless noted by the School Dean, incident reports will be summarized and reviewed semi-annually by college executive staff. Upon requests (or if multiple incidents are on record) the incident will be processed through Policy 3100.
- It is important to inform your students (e.g. include in syllabus and discuss, as needed, during class) about the removal process and to utilize this option at the onset of disruptive behavior. If the student refuses to leave contact campus police at 619.388.6405 or by pressing the red emergency call button located on the wall in your classroom.

It is recommend that when a student has been removed that you and a colleague (e.g. Dept. Chair/Dean) meet with the student to discuss why they have been removed and what is expected of them upon their return.

### Online Students

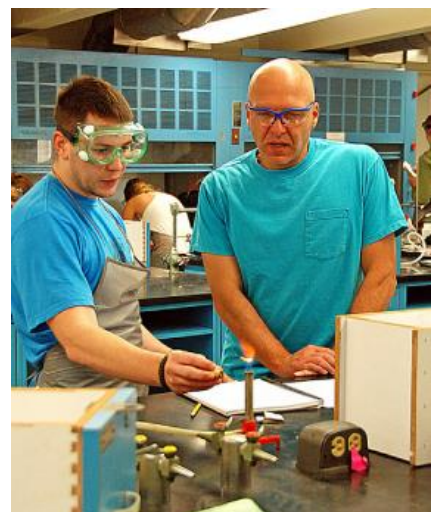
- In the event that an online student becomes "disruptive," such that it is interfering with the learning environment, the instructor may "remove" the student for that class session and the next (in accordance with *Procedure 3100.2, Student Disciplinary Procedures*). For online courses, this is defined as up to one week (5 instructional days).
- For more information about notifying the student of the removal and coordinating the removal through the Dean of Online and Distributed Learning click [here](#).

**Please note that without due process students cannot be permanently removed from class for disruptive behavior.**

Helpful documents: [Removal of Disruptive Student from Class Form](#), [Student Code of Conduct Guidelines for Online Students](#)

### Tips for Addressing Disruptive Behavior Before it Escalates

- Identify and manage student disruptions quickly.
- Students may display unusual behaviors in the classroom. Learn how to decode classroom behaviors and select a course of action to provide safety and support for everyone.
- Add expectations of student behavior in the syllabus.
- Review expectations with students in class/in person.
- Be aware of campus resources and be prepared to make referrals (campus police, student affairs, counseling, health services).
- Often a simple reminder to the offending student will suffice. However, there are times when more serious action (e.g. removal from class, involving your sup./manager/chair) is appropriate.
- Follow up on continued disruptions as per policy.
- Call Police Dispatch (ext. 6405) for crisis situations.



## ACADEMIC HONESTY POLICY

When a student is accused of academic dishonesty (e.g. cheating or plagiarism)...

- It is recommended that the faculty member arrange an informal office conference with the student, dept. chair or designee to advise the student of the allegation and supporting evidence. Goal: Bring together involved parties so that the situation can be discussed and an appropriate solution decided on.
- Faculty assigns academic sanctions.
- Faculty makes student aware of the penalties for cheating or plagiarism.
- If an academic sanction is assigned the incident **must be reported in writing** within 10 instructional days to the School Dean who shall send a copy of the report to the Disciplinary Officer.
- Please be reminded that if a student is found to have cheated or plagiarized, faculty may sanction the student only for that particular assignment (i.e., "F: grade on the assignment, zero points on assignment, require student to re-do the assignment for a lower grade, etc.)
- The process of appealing an academic sanction can be found [here](#) (see Section 3).

Helpful documents: [Faculty Academic Sanction Form](#), [Honest Academic Conduct Policy](#)



SAN DIEGO MESA COLLEGE

Student Affairs is providing FREE college access to the following Innovative Educators webinar PowerPoint presentations and handouts. It is our hope that these resources will provide you with practical tools for understanding and effectively responding to disruptive student behaviors.

- **Training Front Office Staff: Handling Difficult & Disruptive Behaviors**  
[http://www.innovativeeducators.org//v/vspfiles/V4\\_Backup/02\\_07\\_360\\_front\\_office.ppt](http://www.innovativeeducators.org//v/vspfiles/V4_Backup/02_07_360_front_office.ppt)
- **Identifying and Managing Aggressive Student Behaviors, Attitudes and Emotions**  
[http://www.innovativeeducators.org//v/vspfiles/V4\\_Backup/01\\_25\\_aggressive\\_11\\_358.ppt](http://www.innovativeeducators.org//v/vspfiles/V4_Backup/01_25_aggressive_11_358.ppt)
- **"Mad" Or Bad? Helping Faculty To Recognize & Manage Student Mental Health Issues**  
[http://www.innovativeeducators.org//v/vspfiles/V4\\_Backup/06\\_12\\_158\\_Mad\\_or\\_Bad.ppt](http://www.innovativeeducators.org//v/vspfiles/V4_Backup/06_12_158_Mad_or_Bad.ppt)

TRAINING RESOURCES



The San Diego Community College District is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of gender in its educational programs and employment. Any incident, including sex discrimination or harassment, but not limited to, sexual assault including rape, dating violence, domestic violence or stalking committed on district property, or at a district sponsored event or activity, should be reported to the designated Title IX Coordinator immediately.

To assist with awareness, prevention and reporting of incidents, the District has created a new [Title IX & Campus SaVE Act](#) website. The site includes information on the following:

- What is Title IX?
- Sexual Harassment/Assault Prevention and Awareness
- District Policies
- Student Training
- Filing a Complaint
- Additional Resources

Mesa College's designated Title IX Coordinator is Vice President Student Services, Dr. Julianna Barnes, [jbarnes@sdccd.edu](mailto:jbarnes@sdccd.edu), 619-388-2678, Student Services Center, I4-401.



## Student Disciplinary Points of Interest

Adhering to student conduct matters in accordance with District policies and procedures can sometimes be a lengthy process. Please intervene (when appropriate) and document incidents as soon as possible.

The Dean of Student Affairs will notify faculty and Academic Deans when allegations have been received and resolved. With the exception of sexual harassment violations, District practice prohibits the Dean of Student Affairs from disclosing specific outcomes regarding disciplinary matters. Please know that all matters are resolved in accordance with District policies and procedures.